Calendar of Events

June 3-July 26 - Summer Hours
June 18 - Celebration for David Hale
June 20-5 & 10 Year Reception
June 25 - Celebrate Summer
July 4 & 5 - July 4th Holiday

Retirement Individual Counseling Sessions

TIAA-CREF
June 27 - Lathrop Hall, 001 Conference Room
July 17 - Lathrop Hall, 107 Conference Room
August 14 - McGregor Hall, Room 201D
www.tiaa-cref.org/events

Fidelity
June 12 - Lathrop Hall, 001 Conference Room
July 23 - JC Colgate, Donovan’s Lounge
August 20 - Lathrop Hall, 001 Conference Room
www.fidelity.com/atwork/reservations

CU WELL
www.myviverae.com
June is Men’s and Women’s Health Month
Member Health Assessment
Healthy Coaching
Nutrition Information
Wellness Resources:
Shaw Wellness Institute
Trudy Fitness Center

Wellness Programming
June 11 - Stress Reduction
September 12 - Nutrition: Good Eating Guide
October 10 - Control What you Can:
   Cancer Risk Reduction
November 14 - Your Role in Diabetes Management
December 12 - Dining for Health and Enjoyment

Next Issue: July 3, 2013
Deadline for articles and ads: June 14, 2013
Submit articles and items of interest to: humres@colgate.edu
Published by the Human Resources Department.
www.colgate.edu/hr

Congratulations To Top Colgate Performers!

In year two of Colgate’s pilot staff incentive bonus program, 39 top-performing employees across campus were notified this week that they will receive a one-time bonus payment in July. President Herbst will honor these recipients, along with the 41 who were rewarded for 2011, at an appreciation event to be held in the fall.

The incentive program was created in response to feedback from the 2011 faculty and staff climate survey, which showed that employees desire greater accountability and recognition for job performance. Employees also expressed a strong desire for more consistent job performance evaluations.

For 2011–12, 100 percent of employees outside of bargaining units completed performance evaluations, which made it possible to identify those who demonstrated “exceptional performance.” For the 2012–13 cycle, 100 percent also have been or will be reviewed.

There is still time to earn a bonus for exceptional performance during the 2013–14 review cycle, as one year remains in the three-year trial of the program. All non-bargaining unit administrative and support staff, including technicians, are eligible. Vice presidents, deans, faculty, and coaches are not eligible.

In April 2014, top-performers will again be nominated by their supervisors and submitted to President Herbst at the discretion of divisional vice presidents and deans. Bonuses — which are awarded as 5 percent of base pay — will be presented to up to but not more than 10 percent of eligible employees. Bonuses are granted as a one-time, lump-sum payment and do not affect ongoing salary rates or benefits.

If you have questions, contact human resources at any time.

Long Service Employees Honored!

On Tuesday, June 4, the 47th Annual Service Awards Dinner was held to honor Colgate’s long service staff. We are proud to recognize these employees for their commitment to Colgate University. Click here to see the list of employees who attained 15, 20, 25, 30, 35 or 40 years of service between July 1, 2012 and June 30, 2013.
**Sustainability Spotlight**
submitted by the Sustainability Office

**Reduced Mowing on the Old Golf Course**

As part of Colgate’s Sustainability and Climate Action Plan and quest to be carbon neutral by 2019, a reduced mowing schedule on the old golf course will be implemented this summer. Instead of mowing the nine acre area each week, mowing will now occur near the Fourth of July holiday (June 30) and again just before the start of the fall semester.

This initiative will save about 100 hours of labor, reduce our consumption of about 600 gallons of fuel to run the mowers, and eliminate over two tons of carbon emissions. Altogether, this will save the university about $2,200 on fuel costs and will allow the grounds staff to tend to other campus priorities. Of course, there are ecological benefits such as meadow restoration that will attract more birds and pollinators and reduce runoff during storms into Taylor Lake and Payne Creek.

The old golf course is part of a larger program to eventually include about 30 acres in and around campus into a reduced mowing regime. Last year, a three acre reduction was made on the old Ski Hill and an additional two acres near the water tower.

Overall, this program will create many benefits with little to no impact on activities or campus programming. If anyone has any concerns, comments or ideas, please send them to jpumilio@colgate.edu.

---

**ENVIRONMENTAL HEALTH & SAFETY CORNER**

**Office Safety Extension Cord & Power Strip Use**

While Colgate is continually rated as among the nation’s most beautiful campuses, many of our buildings predate the use of personal computers, air purifiers, microwave ovens, televisions, and many other electronic devices that are now critical to our everyday operation. In this age of technology the use of electronic equipment continues to grow by the day and we turn to extension cords, cube taps, and power strips to aid in our electrical needs.

While the use of extension cords may seem harmless, they are one of the leading causes of fire-related deaths in the U.S, according to the NFPA. Extension cords can become so overloaded that they are hot to the touch and spark fires. According to OSHA, extension cords are only to be used as temporary wiring, not exceeding 90 days, and should not be used as a permanent wiring solution. Extension cords should also not be plugged into each other (daisy-chained) due to the risk of overloading. If installation of a permanent outlet receptacle is not possible, the recommended solution, permitted by New York State Office of Fire Prevention and Control, is to use a grounded outlet strip which has a circuit breaker installed on it. These power strips should be plugged directly into a permanent outlet receptacle and not into another power strip, since overloading of these may also pose a fire hazard.

It is also important to make sure that the extension cords and power strips used are properly certified and rated for what you are planning to use them for. For example, the image above shows a situation that poses a fire hazard. The set up in the picture may look familiar and non-hazardous, but the extension cord is not approved for this type of use and it should not be used to power multiple devices.

Many times fires in the home and workplace can be prevented if care is taken to follow the fire codes and OSHA regulations that have been put in place. It is also important to have a general awareness of your work spaces and correct potential fire-hazard situations like shown in the image.

If we all work together we can continue to have a safe work environment and reduce our fire-hazard risk. If you have any questions we encourage you to contact Environmental Health & Safety or Campus Safety for advice on how to safely provide power for your needs.

---

**New Online Tools and Resources for Your Retirement Plan**

TIAA-CREF offers new online tools that allows you access to your account and to ensure your investments are on track.

Fidelity Investments offers a new smartphone app that allows you to stay connected to your retirement account.

**Come Celebrate Summer!**

Tuesday, June 25, 2013
11:30 a.m. – 1:30 p.m.
Merrill House Lawn (rain or shine)

Kick off the holiday in patriotic fashion!
Join us for a light lunch and a sweet finale... Strawberry/blueberry shortcake!

Wear red, white and/or blue or “Colgate” attire and be entered in a summer sweepstakes drawing!
In many workplaces, stress contributes negatively to employee health and wellness. Stress is a normal part of life, however with advances in technology we are all subject to increasing expectations for performance and connectivity. This latter condition—being always connected—contributes significantly to employee stress, and over time it can seem like we are bombarded by the demands of our jobs.

As we all know, this accumulation of stress takes a toll on the body, mind and spirit. The short-term physical effects include increases in blood pressure, heart rate, and musculoskeletal concerns. Stress also plays a role in the development of chronic conditions including hypertension, challenged immune systems, weight gain, and chronic pain conditions.

Stress is defined as a "perceived threat (real or imagined) to our body, spirit or emotions and is linked to the oft described fight or flight response. Sometimes these stressors are real—external deadlines, pressures for performance, pressures to publish, divorce, illness, etc. Sometimes these stressors reflect our internal response or reactivity to stress that may or may not be as acute as perceived.

Stress can come from conflicts with people, conflicts over values or conflicts surrounding competing priorities. Management of stress is critical to employee self-care; techniques like reframing, journaling, exercising, relaxation techniques, among others are all critical to lessen the impact of stress.

This summer, Human Resources and the Shaw Wellness Institute will bring Colleen McSweeney—Colgate’s Employee Assistance Program coordinator—to campus on June 11th, from 12:15 p.m. to 1:15 p.m. for a program on relaxation and stress reduction. Colleen will present techniques to lower stress and improve resiliency. Additional presentations are planned in the fall to provide information on various stress management techniques.

Please join us for this upcoming summer program where you can learn more about stress reduction and EAP services. Registration can be found at this link, and lunch will be provided.

Team Staff Infection

Despite the late start to this year’s intramural softball, due to inclement weather, team Staff Infection’s season opener began with a double-header. We followed with double-header games each week and ended in playoffs - although results were few wins, we played mightily and our scores were extremely close. This all-staff team enjoys the interaction with the students and though we walk away with more aches and pains than any 19 or 20 year old, we have a LOT of fun! Thanks to all the teams for a great time and congratulations to ALL the winners!

Team players this year included: Brandon Ice, Courtney Savage, Dave Herringshaw, Jeff Bary, Joe Eakin, Michael Maningas, Becky Ralph, Rene Beers, Sam Ward, Scott Sheldon, Sue Solloway, Shelley Wyman, Tim O’Keefe, Andy Monaco, Luke Burdick, Katie Garman, Randy Head, Katie Mutz.

A BIG thanks to “CU Well” for sponsoring our team; your support is GREATLY appreciated!

Professional Development Opportunities.....

The Human Resources Department welcomes Tracy Knofla, of High Impact Training, to campus on Wednesday, June 26 for two unique professional development opportunities. These sessions are open to all employees and will be held in 560 Case-Geyer, Batza Room.

Session 1: 8:30 am – 11:30 am Every Player Counts...this session will focus on assisting us in appreciating the unique skills and experience we each bring to the table and increase our understanding of others and enhance collaboration.

Session 2: 1:00 pm – 4:00 pm Tracy will utilize a science experiment to focus on how to better navigate change in the workplace. Participants will learn how to adjust effectively to workplace changes that occur, from evolving technology and adapting to new supervision and leadership.

Tracy utilizes a highly engaged, interactive approach to help educate, enlighten and inform.

Watch your email for registration information.
NEW HIRES

Jena Cacciatore accepted the position of Assistant Field Hockey Coach effective June 3. Jena received her BA from Ohio State University.

Anja Chavez accepted the position of Director of University Museums effective May 1. Anja has a PhD in Art History. She and her husband, Jim Petterson, have a son, Adrian. Anja enjoys hiking, skiing, snowshoeing, gardening and the arts.

Eva Gibbons accepted the position of Human Resources Generalist effective May 6. Eva received a BA from SUNY Oneonta. She and her husband, Phil, have two children, Madison and Aiden. Eva enjoys anything to do with the Adirondacks.

Thank You and Best Wishes to our June 30 retirees!

George Hudson, Professor English
Judith Oliver, Professor of Art & Art History
Ellen Sue Sawyer, Laboratory Instructor
Thomas Tucker, Charles G. Hetherington Professor of Mathematics
Join us in wishing them all the best as they begin their new adventures!

Congratulations Michelle!

Congratulations to Michelle Butzgy, Environmental Health & Safety Manager, who received her Masters of Arts in Geology from Colgate University. Way to go Michelle!

Thank You!

Thank you to everyone for the flowers, cards and mostly all the prayers and support during my illness.

Karen Meyer

In Memoriam

William McEligot, retired Laundry Attendant-Reid Center. Passed away May 8.

ANNIVERSARIES

30 Years
Linda Miers-Bookstore

25 Years
Susan Kazin-Advancement-Research

20 Years
Kim Manner-Advancement-Annual Fund
David Hale-Finance & Administration

15 Years
Laura Nardelli-Athletics-Track & Field
Bill Howell-Information Technology
Trish St. Leger-Dean of Faculty

10 Years
Amanda Bridge-Counseling

5 Years
Susan Weitz-Chapel House
Michelle Butzgy-Environmental Health & Safety
Patricia Aldaco-Facilities
Andrew Daddio-Communications
Gregory Parker-Facilities
Beth Holcombe-Athletics

Birth Announcements

Bill Boyle, Assistant Men’s Soccer Coach, and partner, Melinda, welcomed son Liam Emmett on April 7. Liam weighed 8 lbs. 12 ozs and was 21 1/2” long.

Cody and Aften Ford welcomed son Kade Wyatt on April 29. Kade weighed 7 lbs. 2 ozs. and was 19” long. Tracy Dorman, Custodian, is the proud grandmother.

Robert Pennington, Head Men’s and Women’s Tennis Coach, and wife, Jenny, welcomed daughter Mia Shanley on May 7. Mia weighed 7 lbs. and 8 ozs.

For complete information on position vacancies and to submit an application visit our website at:
https://careers.colgate.edu

COLGATE UNIVERSITY
IS AN EOE/AE
Developing and sustaining a diverse faculty, staff, and student body further the university’s educational mission.

POSITION VACANCIES

Regular positions

Accounting Assistant-Accounting and Control
Administrative Assistant - Division of University Studies, Department of Writing & Rhetoric, and Core
Alumni Engagement Coordinator (10 mos.) for Career Services
Assistant Dean/Senior Assistant Dean/Associate Dean; Coordinator of Multicultural Recruitment
Assistant Director of Residential Life
Assistant/Associate Director of Alumni Relations (2 positions)
Associate Director for Employer Relations for Career Services
Campus Safety Officer
Coordinator/Assistant Director of the Annual Fund
Director for Equal Employment Opportunity and Affirmative Action
Director of Ticket Operations/Assistant Director of Marketing & Promotions-Athletics
Environmental Studies & Sustainability Office Program Assistant (10 mos.)
Human Resources Analyst
Internship Coordinator for Career Services
Managing Director, Networks, Services and Operations-ITS
Off-Campus Study Advisor
Outreach/Programming Coordinator for Career Services
Senior Administrative Assistant/Administrative Assistant to the Vice President/Dean of Admission
Staff Nurse - 40 Week Position-Health Services
Video Journalism Coordinator-ITS

Temporary/Casual (No Benefits)

Administrative Support - various
Campus Safety Officer/Dispatcher
Clerical/General Workers
Colgate High School Seminar Coordinator
Cove Team Advisor - (2 positions)
Staff Nurse (per diem)
Summer - Office
Summer - Summer Health Assistant
Temporary - Athletic Event Staff
Temporary - Barge Customer - Associate/Cashier
Temporary - Football Equipment Services Assistant
Temporary - Maintenance/Laborers